

WorkSource Information Notice (WIN)

Employment System Administration and Policy

☒ Policy-related | ☐ Fiscal | ☒ Performance | ☐ Q&A | ☐ Other

Number: WIN 0077

Date: May 11, 2016

Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Gary Kamimura, Workforce Policy Director

SUBJECT: WorkSource Services Catalog

Purpose:

To communicate publication of the *WorkSource Services Catalog* (formerly called the *Services Catalog Directory*), which reflects services available under Titles I and III of the Workforce Innovation and Opportunity Act of 2014 and Subchapter B, Part II of the Trade Act of 1974 as amended.

Action Required:

Local Workforce Development Boards (LWDBs) and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that staff and partners in the WorkSource System are familiar with its content and requirements.

Content:

LWDBs and their contractors who want to understand the changes implemented from the previous *Services Catalog Directory* to the new *WorkSource Services Catalog* can consult the Excel file that has been posted to [Inside WIT](#). Look for it under the “User Support” tab. The Excel file has three worksheets: (1) services that migrated unchanged from WIA to WIOA, (2) WIA services that were deactivated because they no longer exist or saw significant definitional changes under WIOA, and (3) services that were created because they are new under WIOA or saw significant definitional change from WIA to WIOA.

In publishing this information, we wanted to highlight the following:

- The migrated individualized career service called “Basic Skills” is distinguished from the new individualized career service called “Workforce Preparation” in that the former encompasses activities that build (measurable) Basic Skills proficiency while the latter encompasses activities that build the higher-level functional skills needed to independently and effectively engage in training or employment.

- The new individualized career service called “Short-Term Pre-Vocational Services” (called “Short-Term Pre-Employment Services under WIA) is distinguished from “Workforce Preparation” in that the former encompasses activities that build what are generally termed “soft skills” while the latter, as noted, encompasses activities that build the higher-level functional skills needed to independently and effectively engage in training and employment.
- “Entrepreneurial Training” and “Occupational Skills Training” are both now allowable training services for WIOA Title I youth participants.
- Youth-specific services in the WorkSource Services Catalog are categorized as “Youth Only” for the WIOA Type. These services are available on the “Individualized, Training and Supportive Service” TouchPoint in the WorkSource Integrated Technology (WIT) system.
- “Short-Term Pre-Employment Services (2.0)” will eventually be replaced by “Short-Term Pre-Vocational Services” on the WIT services menu with the identical business definition. Until that time, continue to use “Short-Term Pre-Employment Services (2.0)” as per the business definition.
- Disabled Veterans Outreach Program (DVOP) case managers are instructed to now use “Career and Vocational Counseling” in lieu of the old “Vets Case Management Services.”

After users have an opportunity to review the new and deactivated services, this document will be replaced by a consolidated document reflecting only “Active Services” and “Deactivated Services.”

In the future, the WorkSource Services Catalog will be updated to include those business services required by WIOA to be made available to employers through the one-stop system. That update, though, must wait until these business services are added to the WIT menu of services as a post-launch enhancement. When that is implemented, we will issue WIN 0077, Change 1.

Additionally, the WorkSource Services Catalog will be incorporated into [WorkSource System Policy 1020](#) (Data Integrity and Performance Policy and Handbook), which will be formally revised and reissued at a later date to conform with WIOA law and final regulations as well as Data Element Validation (DEV) guidance issued by the U.S. Department of Labor (DOL).

References:

- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014, Sections 129(c) and 134(c)
- Public Law 93-618, Trade Act of 1974, as amended, Sections 235-238
- [Training and Employment Guidance Letter \(TEGL\) 23-14](#) – WIOA Youth Program Transition
- [Training and Employment Guidance Letter \(TEGL\) 03-15](#) - Guidance on Services Provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) and Wagner Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services.

Website:

http://www.wa.gov/esd/1stop/policies/state_guidance.htm

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Attachments:

None.